# Setting Up Your Gradebook

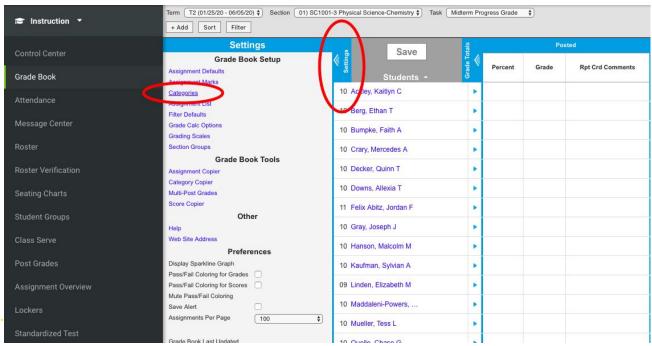
Did you BYOD?



To manually trend, your gradebook will be set up in a "traditional" fashion:

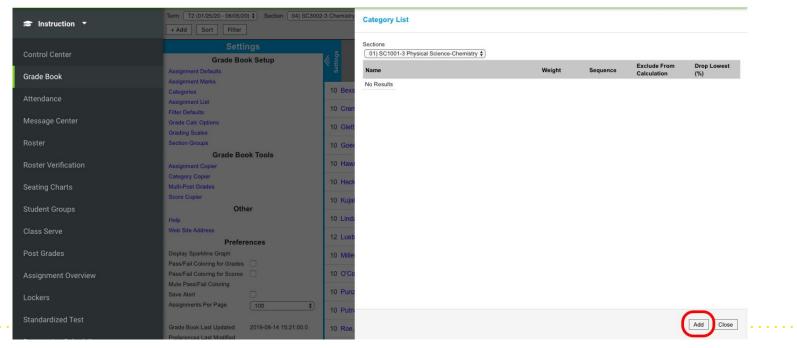
- Set your Categories as your Standards.
- 2) Weight your standards (if applicable)
- 3) Enter **Evidence** (formative or summative) as **Assignments** under the applicable standard
- 4) **Trend** the evidence to assign a **Current Level of Mastery** score

1. Open the **Settings** tab in the grade book window and select **Categories** 



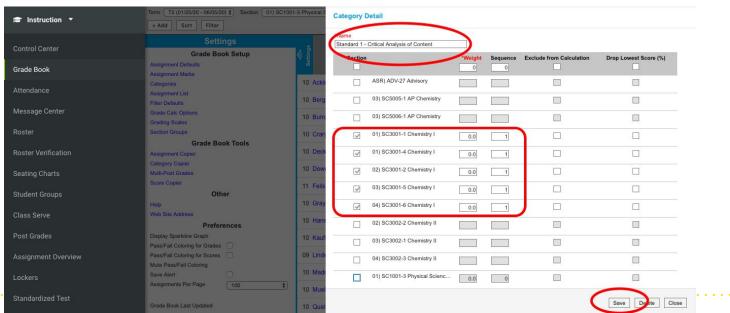
\*Be sure similar courses have similar category titles and weighting

2. Create a category (standard) by clicking "Add"



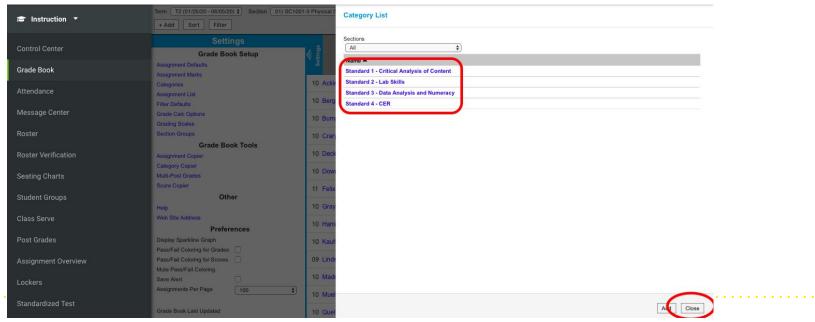
\*Be sure similar courses have similar category titles and weighting

3. **Name** the category as your standard, **select** all of the sections this standard applies to, **weight** the standard if you want to, give it a **sequence** number, **save**.



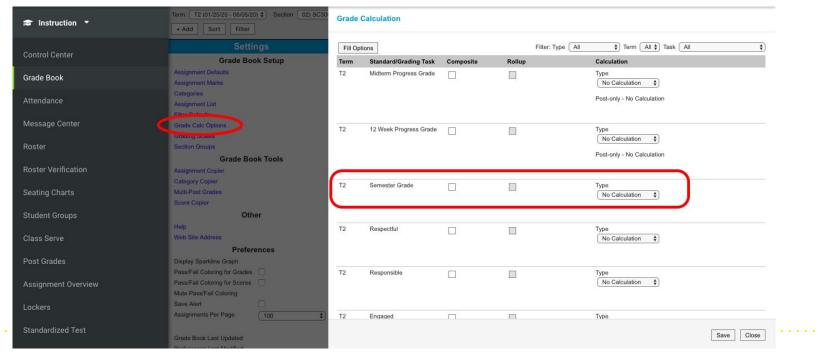
\*Be sure similar courses have similar category titles and weighting

4. Repeat steps 2 and 3 until categories have been created for each of your course standards, close the categories tab.



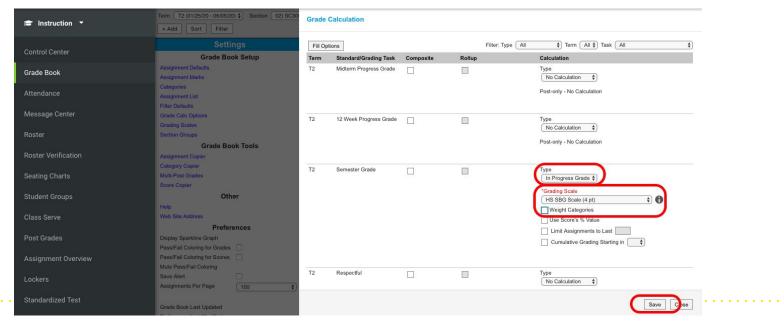
\*Be sure similar courses have similar category titles and weighting

5. Open the **Grade Calc Options** tab and find the **Semester Grade** grading task.



\*Be sure similar courses have similar category titles and weighting

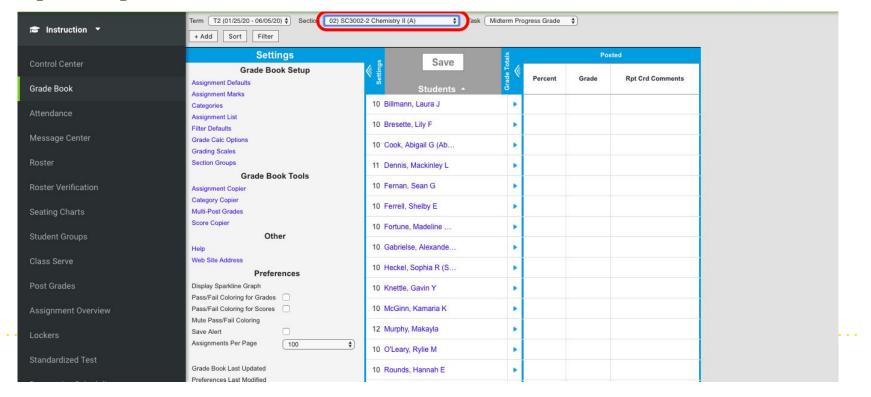
6. For the **Semester Grade**; select "**In Progress**" for the **Type**, "**HS SBG Scale**" for the **Grade Scale**, and check "**Weight Categories**" if necessary. Save



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#### **Setting Up Your Grading Scale**

7. Repeat steps 5 and 6 for all **sections** of the course.

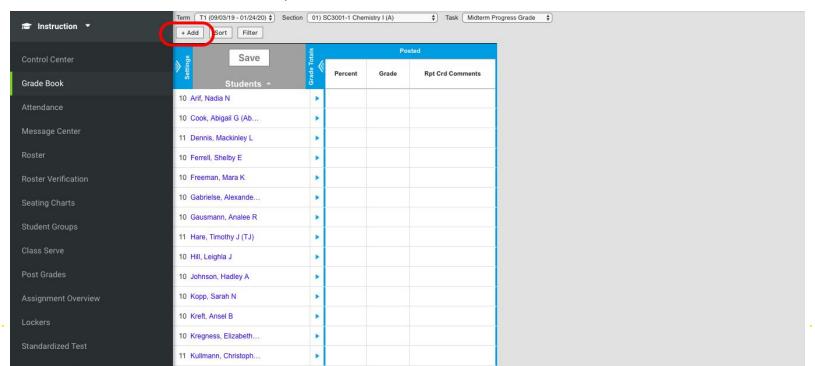


Each piece of evidence you want to use for mastery trending should be entered as a "traditional" assignment.

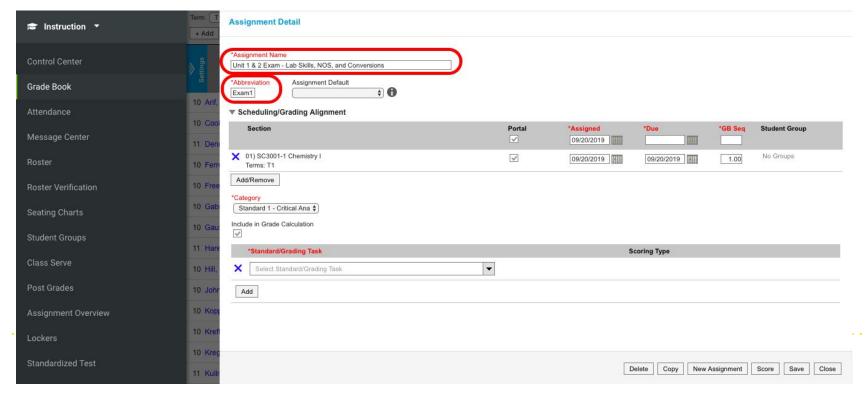
- Formative (Check-In, Exit Slip, Quiz)
- Summative (Project, Unit Test, Oral Exam)

Most assessments will likely hit multiple standards, each of which will need to be entered as a unique assignment.

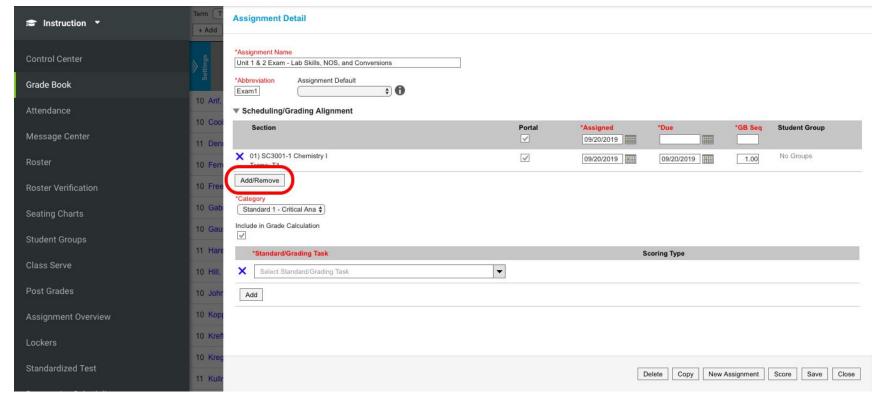
8. In the Grade Book window, select "Add".



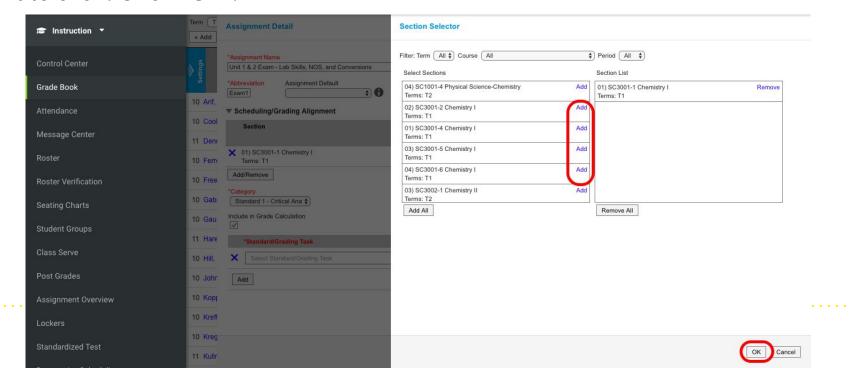
9. Give the new assignment a descriptive Name and Abbreviation.



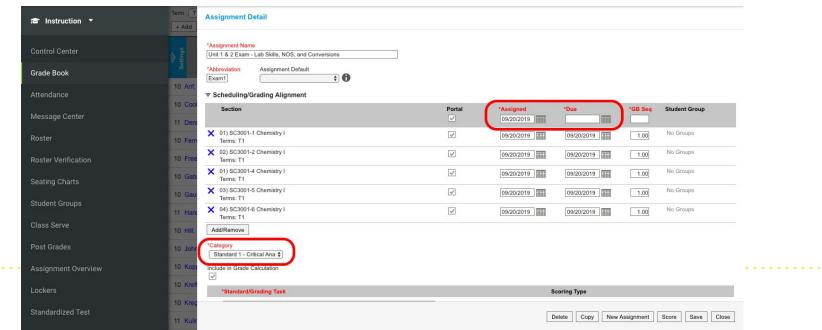
10. Click the "Add/Remove" button.



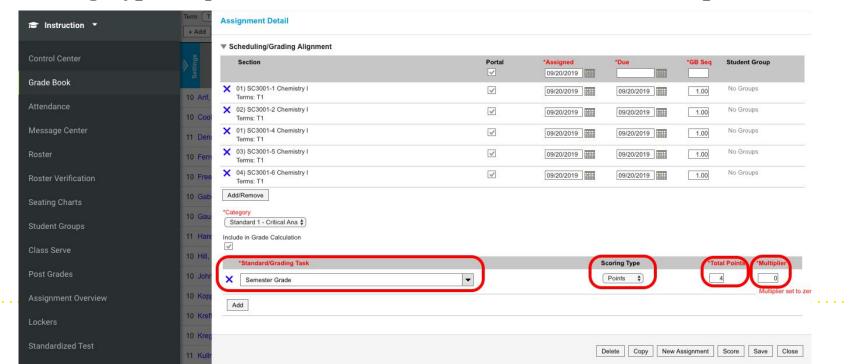
11. **Select** all the courses the assignment applies to by clicking the "**Add**" button next to each. Click "**OK**".



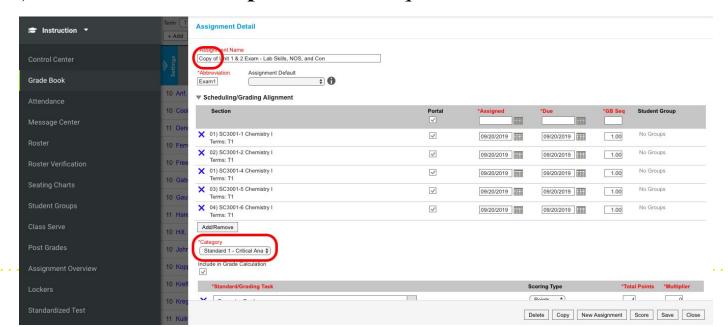
12. Select an "**Assigned**" and "**Due**" date to the assignment. Make sure this is accurate as the pieces of evidence need to be chronological in the grade book, to facilitate trending. Select the first "**Category**" (Standard) the assignment assessed.



13. Select "Semester Grade" from the Standard/Grading Task and "Points" from the Scoring Type drop-downs. Set the Total Points to "4" and Multiplier to "o".

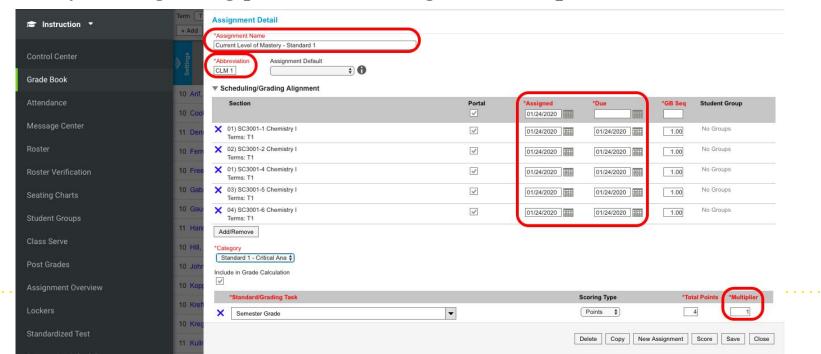


14. Click "Save". If multiple standards were assessed on the assignment, click "Copy" and update the **Title** (delete "copy of") and **Category** (select the next standard). Click "Save" and **repeat** for subsequent standards.



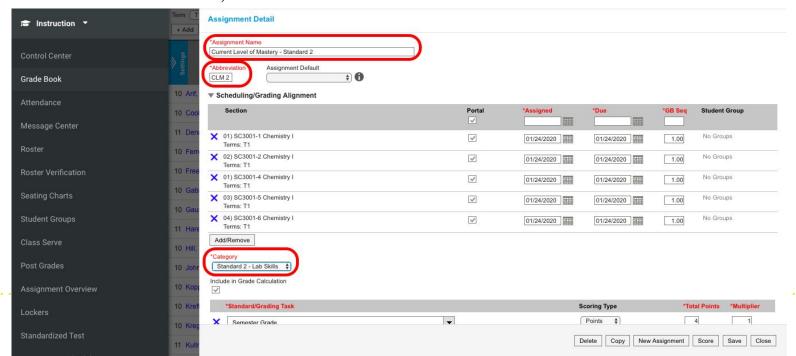
#### **Setting Up Your Current Level of Mastery**

15. Repeat steps 8–14 with the following changes: **Title** and **Abbreviation** should reflect "Current Level of Mastery", the **Assigned** and **Due** dates should be set for the <u>last day</u> of the grading period, and change the **Multiplier** to "1".

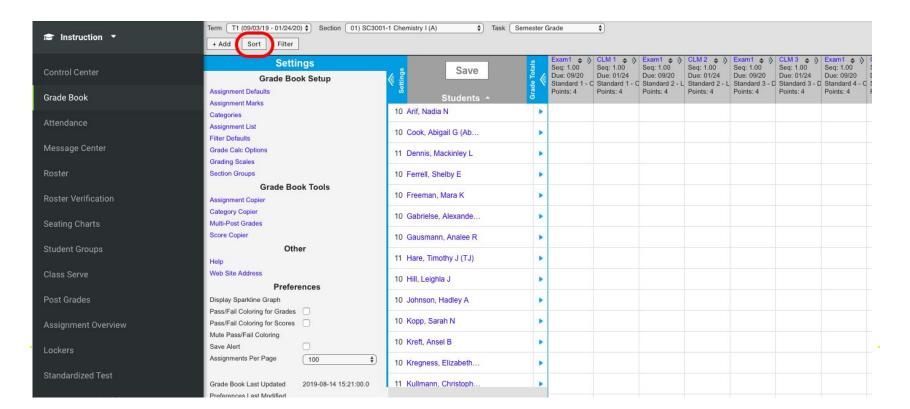


#### **Setting Up Your Current Level of Mastery**

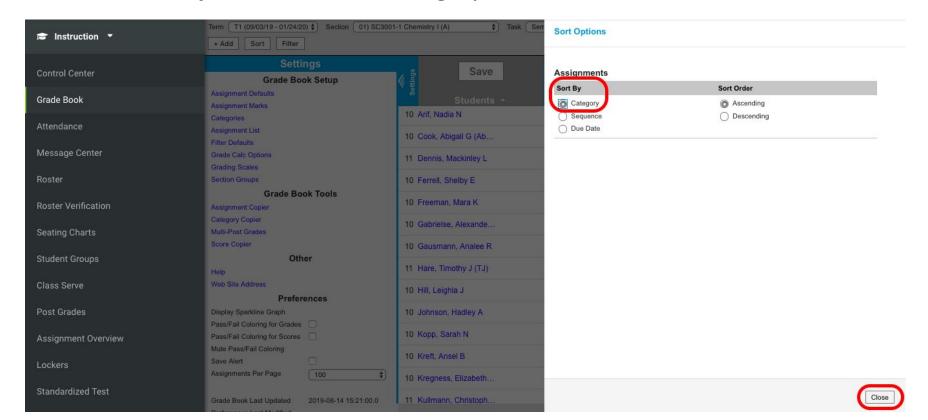
16. **Save** the Current Level of Mastery assignment and make **Copies** for each standard by updating the **Title** (delete "copy of"), **Abbreviation**, and **Category** (select the next standard).



17. From the Grade Book window, click on **Sort**.



18. Under **Sort By** column, select "Category" and click **Close**.



Your grade book should now...

- Have standards set as categories.
- Assignments sorted by category and listed in chronological order, all weighted to zero.
- A current level of mastery at the end of each category, weighted to 1.

<b>«</b>	Save Students	Grade Totals	Exam1 \(\phi\) \(\partial\) Seq: 1.00 \(\text{Due: 09/20}\) Standard 1 - C \(\text{Points: 4}\)	Seq: 1.00 Due: 01/24	Exam1 $\Rightarrow$ No Seq: 1.00 Due: 09/20 Standard 2 - L Points: 4	CLM 2 \$ >> Seq: 1.00 Due: 01/24 Standard 2 - L Points: 4	Exam1 \$ >> Seq: 1.00 Due: 09/20 Standard 3 - D Points: 4	CLM 3 \(\phi\) Seq: 1.00 Due: 01/24 Standard 3 - D Points: 4	Exam1 $\Rightarrow$ >> Seq: 1.00 Due: 09/20 Standard 4 - C Points: 4
1	O Arif, Nadia N								
1	Cook, Abigail G (Ab								
1	Dennis, Mackinley L								
1	Ferrell, Shelby E								

Once scores are entered, manually update the current level of mastery by analyzing the chronological evidence for trends.

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Settings	Save Students •	Grade Totals	<b>«</b>	Exam1 $\Leftrightarrow$ $\rangle$ Seq: 1.00 Due: 09/20 Standard 1 - C Points: 4	Seq: 1.00 Due: 10/11	CLM 1	Exam1 $\Rightarrow$ » Seq: 1.00 Due: 09/20 Standard 2 - L Points: 4	Exam2 \(\phi\) \(\partial\) Seq: 1.00 Due: 10/11 Standard 2 - L Points: 4	CLM 2 \(\phi\) \(\rightarrow\) Seq: 1.00 Due: 01/24 Standard 2 - L Points: 4	Exam1 \(\phi\) \(\partial\) Seq: 1.00 Due: 09/20 Standard 3 - D Points: 4
10	Arif, Nadia N		٠	2	3		1	1		3
10	Cook, Abigail G (Ab		•	2	2		3	3		3
11	Dennis, Mackinley L			3	2		2	3		2
Settings	Save Students -	Grade Totals	<b>(</b>	Exam1 $\Rightarrow$ >> Seq: 1.00 Due: 09/20 Standard 1 - C Points: 4	Exam2 \(\psi\) Seq: 1.00 Due: 10/11 Standard 1 - C Points: 4	CLM 1 $\Rightarrow$ >> Seq: 1.00 Due: 01/24 Standard 1 - C Points: 4	Exam1 $\Rightarrow$ >> Seq: 1.00 Due: 09/20 Standard 2 - L Points: 4	Exam2 \(\phi\) \(\partial\) Seq: 1.00 \(\text{Due: 10/11}\) Standard 2 - L \(\text{Points: 4}\)	CLM 2 \(\phi\) Seq: 1.00 Due: 01/24 Standard 2 - L Points: 4	Exam1  Seq: 1.00 Due: 09/20 Standard 3 - D Points: 4
10	Arif, Nadia N		¥	2	3	3	1	1	1	3
10	Cook, Abigail G (Ab			2	2	2	3	3	3	3
11	Dennis, Mackinley L		×	3	2	2	2	3	з »	2

#### **Grade Determination**

Since only the current level of mastery scores are weighted to 1, they are all that contribute to the students' in-progress grade.

Settings	Save		In Progress			Categories			
	Students •	or annin	Possible <b>≑</b>	Percent <b>≑</b>	Grade	Standard 1 - Critica	Standard 2 - Lab Ski	Standard 3 - Data An	Standard 4 - CER
10	Arif, Nadia N	•	16	56.25 %	С	75.00 %	50.00 %	25.00 %	75.00 %
10	Cook, Abigail G (Ab	•	16	56.25 %	С	75.00 %	50.00 %	75.00 %	25.00 %
11	Dennis, Mackinley L	•	16	56.25 %	С	50.00 %	25.00 %	75.00 %	75.00 %

# Questions?